

## CURRICULUM VITAE – KEVIN GOVENDER

### MY GOALS

To develop and maintain an excellent working relationship with employees, departments, vendors and suppliers.

To embrace change as a means for continuous improvement and effectiveness.

To use my knowledge, skills and experience to contribute to the company's growth, success and profitability.

### PERSONAL

Date of Birth / ID	-	07 January 1984	8401075196081
License	-	Code 08	
Nationality	-	South African	
Cell	-	0797705611	

### EDUCATION

Secondary Matric	-	Cool-Air Secondary
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### ACHIEVEMENTS

- Student representative to the governing body, Prefect, Volleyball team player in the school/zone.

### TERTIARY

Institution	-	Icesa city campus (2002-2003)
Qualification	-	Diploma in Information Technology
Subjects' 1st year	-	PC Fundamentals
	-	Microsoft Windows
	-	Documentation Analysis and Design
	-	Information Systems 1
	-	Programming (Pascal)
	-	Networks 1
	-	Software 1
Subjects' 2nd year	-	System Software
	-	Information Systems 2
	-	Programming (C++)
	-	Networks 2
	-	Advanced Software

## **TECHNICAL SKILLS**

- Alcatraz – Pastel Evolution – MS Office – Syspro – Price Manager – MS Dynamics Axapta
- Evar – AccPac and MS Projects - SAP

## **ACHIEVEMENTS**

- Acquired and maintained relationships with colleagues, suppliers and customers.

## **STRENGTHS**

- Ability to work under pressure.
- Meeting deadlines.
- Results orientated.

## **SKILLS**

- Supply Chain Basics
- Procurement & Supply Specific competencies
- Supply Chain Customer Demand Fulfilment Specific competencies
- Planning and Scheduling Specific competencies
- Business Acumen
- Value driven leadership abilities
- Agility and adaptability
- Negotiation and persuasion abilities.
- Capability to strategize
- Procurement practice and procedures
- Good research skills.
- Project Management.

## **KNOWLEDGE**

- Knowledge of the supply chain: inventory evaluation, logistical operations, supplier operations and end user operations.
- Knowledge of marketing, cost control, cost/benefit analysis.
- Supply chain trends and best practices.
- Market Planning Decision Making.
- Project Management.

## **PERSONAL ATTRIBUTES**

- I am able to work under pressure and deadline driven
- I have the ability to implement strategies into processes
- I ensure that my interaction with individuals at all levels is professional and courteous.
- Other qualities of my character are: Self - motivated, Team player, Analytical thinker.
- Hard working, Extremely Trustworthy, Energetic and disciplined.

## Current Employment

IOT.NXT  
Manager

October 2020 to date

Supply Chain Operations

### Purpose

Responsible for overseeing and managing company's overall supply chain and logistics strategy and operations in order to maximize the process efficiency and productivity. In addition, play a crucial role in developing and maintaining good relationships with vendors and distributors.

### Key Responsibilities

- Develop and manage SCM processes to drive best economic value.
- Set up systems and controls to monitor and evaluate procurement procedures.
- Review the compliance check on all bids received.
- Review the database of preferred and approved suppliers.
- Annual review of the SCM policy.
- Develop and update SCM Procedures.
- Provision of training to users on all SCM procedures and processes.
- Review of procurement files to ensure audit readiness.
- Develop and manage procedures to acquire services, works and goods for internal clients.
- Develop and manage systems and processes for acquiring goods and services.
- Manage and maintain logistic costs and budgets.
- Negotiation of settlement discount and/or preferential payment terms.
- Manage BBB-EE process in the acquisition of goods and services.
- Develop an annual procurement plan.
- Develop a process and system for ensuring that the performance of suppliers are measured and managed.
- Devise and use fruitful sourcing strategies.
- Discover profitable suppliers and initiate business and organization partnerships.
- Negotiate with external vendors to secure advantageous terms.
- Approve the ordering of necessary goods and services.
- Finalize purchase details of orders and deliveries.
- Examine and test existing contracts.
- Track and report key functional metrics to reduce expenses and improve effectiveness.
- Collaborate with key persons to ensure clarity of the specifications and expectations of the company.
- Foresee alterations in the comparative negotiating ability of suppliers and clients.
- Expect unfavourable events through analysis of data and prepare control strategies.
- Perform risk management for supply contracts and agreements.
- Control spend and build a culture of long-term saving on procurement costs.
- Champion Supplier Development and Enterprise Develop to meet targets and drive meaningful transformation.

### SKILLS

- Highly organized and able to multi-task.
- Excellent team skills.
- Effective prioritization and multi-tasking skills.
- Strong problem-solving skills.
- Fantastic listening skills.
- Exceptional organizational skills with strong attention to detail.

## Previous Employment

**Pinnacle Africa**

**November 2017 to September 2020**

**Brand Operations**

### Manager

### Key Responsibilities

#### Order

- Ensuring that duplications with placing orders for items that we have a similar or workable option for, in stock (part number differ) are limited.
  - Assist procurement team with any issues with the sales teams in placing orders i.e. ensuring there is one point of contact.
- Taking responsibility for all promotional rebates e.g: sales out rebates/funding.
- Making sure that the claims are done timeously, and the correct information is provided to management.
- Responsible for all orders placed by sales teams as well as placing orders on Vendor.
- Updating all ETA's and monitoring delivery expectations.
- Managing stock levels and placing stock orders.
- Managing all warranty upgrades and invoicing.
- Manage and update LOA application.

#### Reports

- Create reports to track weekly and monthly performance vs targets to create pro-active solutions to overachieve targets.
- Do all manual reporting for Huawei.
- Compiling and following up on the sales people's funnels (forecasting sheets by sales).
- Vendors sell out reporting and vendor rebate tracking.
- Pinnacle internal sell out reporting (payments).
- Managing GP tracking and sales out reports with weekly tracker report.
- Daily stock reports.
- Customer backorder reports.

#### Meeting with Sales Teams

- Regular meetings with the sales teams to discuss any forecasting, account planning and to also resolve problems between the sales and the brand teams.
- Compile and maintain a schedule of Huawei promotions.
- Help promote & sell aged stock.

#### Managing Systems

- Update with new part numbers to systems (X-Alt).
- Update pricing on pricelists and systems (X-Alt).
- Inform sales teams of pricing, product and process updates (communication).
- Creating all bids on system, doing all special bid and promotional claims.
- Manage the client's expectations on delivery times and project timelines.
- Manage manufacturing times, flight booking with my clearing and forwarding agent.
- Customs release and compliance.





**Vendor Planning**

- Production briefs and quality checks
- Trend analysis
- Ordering cycles and back orders
- Stock in trade analysis
- Competitive analysis
- New product presentation
- Liaise with marketing for product threading through the available revenue
- Compiling documentation for S.A.B.S and I.C.A.S.A approval
- Provide freight estimates and duties for all new releases
- Production of software packaging in South Africa
- Localizing the production assets against C.P.A procedures
- Version rotation on existing version to new version
- Close-out stock
- Catalogue updates
- Costing population of new products into the country.
- Daily inventory and back order reports.
- Negotiate with Vendors regarding support for promo deals, special orders and volume orientated orders.
- Liaising with suppliers on E.T.A's
- Applying for shipping rates from various freight forwarders depending in the Incoterm agreed with the Vendor.

**Customer Planning**

- Stock on hand and Sales analysis
- Store grid update
- Listing information for mass retailers
- Promo costing and proof of execution
- SPIV activation
- Master price lists updating
- Assist with RMA
- Sales master management and reporting
- Schedule updates and proposed intake order quantities - Briefing the merchandise and sales teams on new products and also with the new prices on current inventory

**PERSONAL ACCOMPLISHMENTS**

- Developing strong relationships with International vendors
- Successful launch of new and exclusive products into South African retailers

## PREVIOUS EMPLOYMENT

Digital Planet

November 2010 to July 2012

Consumer

### Electronic Buyer

#### Suppliers & Credit applications

- Check terms and conditions of trade
- Check Rand – Dollar rates if it is an overseas supplier
- Check warranty and Guarantee's
- Check return policy and procedures
- International suppliers must have a certificate to import the flat 3 pin plugs to S.A.
- Daily records of minutes of your meetings with suppliers are kept
- Maintain 2% rebate with suppliers
- Check outside warranty repairs, handling fee's etc

#### Suppliers

- Acquire Spec's, description, pictures, logo's from suppliers
- Achieve good discounts and always negotiate prices
- I load products onto the relevant sites using Asp.dot.net Storefront
- Drive suppliers toward a 3–4-day delivery
- Stock on hand reports are requested from suppliers to update my Inventory levels
- Road Maps from suppliers are requested for E.O.L items are alternative's

#### Sourcing New Products

- Liaise with suppliers and vendors
- Research current trends
- Negotiate and secure best prices
- Secure stock with supplier
- Compare prices with competitors (E.g. Kalahari)
- Publish products onto various websites
- Ensure correct images and specifications of products are published
- Check naming conventions on the websites

#### Reports and Maintenance

- Daily reporting
- Distinguish between fast sellers and slow-moving items
- Slow moving products replaced
- Valuation report – weekly basis
- Daily costing and retailing price adjustment
- Check A/B lines and try to keep consignment stock on fast sellers Alcatraz orders
- I Place PO's, ST's, IP's, Etc
- Load supplier on A.E.
- I Place Discovery / Co-Operate Orders
- I Place orders on the order stock report
- I Confirm stock and price and ETA with supplier
- Delivery takes place on confirmed orders
- I Check for Alternatives on Back Order's
- I capture outstanding orders not pulled through by the system



- I always try to keep Alcatraz as clean as possible

### Incidents

- Reply to incidents on a smart track programme within 1 hour (Most of the time it's less than 5-10 minutes)
- Confirmation of stock and availability
- Eg: If the call centre wants a replacement, don't just give the name, links are with pictures and prices
- I assist the call centre agents with regards to technical specification of a product

### Sites

- I do an audit on all websites, check EOL products, pricing, etc
- I try to identify good products to upload
- I check what my competitors are doing and try to source the same or better at good prices.
- I always try to replace discontinued products
- I always searching for specials, promotions, new deals, new items, etc
- I check that the naming conventions on the sites are correct
- I check that all suppliers have a logo on our site
- I always keep track of holidays and good days, eg, mother's day, father's day etc and sell items for it.
- I Run good specials and promotions and keep the sites fresh and alive

### Other

- My Health Spa vouchers customer details are emailed to the supplier
- My Polar orders placed on an ST and stock is kept as holding stock
- I always keep stock of calculators as they are fast sellers
- Analyse consumer buying patterns and predict future trends and products
- Regularly reviewing performance indicators, e.g. sales and discount levels
- Managing plans for stock levels
- Reacting to changes in demand
- Reacting to changes in logistics
- Meeting suppliers and negotiating terms of contract
- Maintaining relationships with existing suppliers and sourcing new suppliers for future products
- Liaising with other departments within the organisation to ensure projects are completed
- Attending trade fairs, in the UK and overseas, to select and assemble a new collection of products
- Participating in promotional activities
- Writing reports and forecasting sales levels
- Presenting new ranges to senior retail managers
- Liaising with shop personnel to ensure product/collection supply meets demand
- Seeking merchandise feedback from customers
- Training and mentoring junior staff
- Check terms and conditions of trade
- Check Rand – Dollar rates if it is an overseas supplier
- Check warranty and Guarantee's
- Check return policy and procedures
- Overseas suppliers must have a certificate to import the flat
- 3 pin plugs to S.A.

- Take minutes of your meetings with your suppliers
- Get a 2% rebate from suppliers
- Check outside warranty repairs, handling fee's etc
- Complete credit applications

### PERSONAL ACCOMPLISHMENTS

- Achieving best pricing of Seagate 2TB External hard drives
- Reaching record high sales on these hard drives
- Introducing a new category (Gadgets)
- Developing relationships with overseas based suppliers
- Sourcing exclusive cameras

### PREVIOUS EMPLOYMENT

Photo and Beyond                      August 2010 – October 2010                      Assistant Branch  
Manager

- Management of store and staff
- Ensure that targets are reached daily with sale and production of prints
- Ensure all stock is received and captured correctly
- Ensure that the store complies with company policies
- Report to area manager with daily figures and sales

U.C.L Company                      September 2005 – April 2010                      Stores Receiving/Stock  
Clerk

- Ensure that stock is received correctly for the different department
- Update documentation for payment purposes
- Issuing stock to the necessary department
- Assist in the ordering of industrial machinery and safety equipment.
- Capturing weights of bark and cane vehicles
- Ensure that there is a sufficient supply of fresh water for the production process

### REFERENCES

Company	IOT.NXT
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